

S E C R E T

FBIS-1704/85  
22 October 1985

MEMORANDUM FOR: Director of Personnel

VIA: Chief, Personnel, DDS

25X1 FROM: [redacted]  
Director, Foreign Broadcast Information Service

25X1 SUBJECT: Retroactive Promotion - [redacted]

25X1 1. It is requested that the attached staff promotion action  
(Attachment A) be processed with an effective date of 13 October 1985.  
[redacted]

25X1 2. FBIS received a cable from Seoul Bureau recommending  
[redacted] for promotion on the basis of her high level of performance  
as an administrative assistant since her EOD date of 9 October 1984. The  
Clerical Subpanel members polled and unanimously agreed that she should  
be promoted immediately. A copy of the cable and a request to prepare a  
promotion action (Attachment B) were sent through the FBIS Special  
Assistant for Career Development to the Personnel and Training Branch.  
Unfortunately, the material was misplaced and a promotion action was not  
initiated. [redacted]

25X1 3. To ensure that [redacted] is not penalized for the above  
administrative error, we request that the attached staff promotion action  
be processed with an effective date of 13 October 1985, which is one pay  
period late. [redacted]

25X1 4. If you have any questions please contact [redacted]  
Chief, Personnel and Training Branch, FBIS on extension [redacted]

25X1 Attachments [redacted]

25X1 All SECERT [redacted]

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25X1

SUBJECT: Retroactive Promotion -

CONCUR:

Chief, Personnel, DDS&T

Date

APPROVED:

Director of Personnel

Date

25X1

DDS&T/FBIS/Pers  (22 October 1985)

Distribution:

Orig - Addressee (Return to D/FBIS)

1 - D/Pers w/o att

1 - C/Pers/DDS&T w/att

1 - D/FBIS Chrono w/att

1 - JDC Corres w/o att

1 - AS Chrono w/o att

1 - P&TB Chrono w/o att

1 - 201 file -  w/att

25X1

S E C R E T

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CONFIDENTIAL 060347Z AUG 85 STAFF  
CITE FBIS/SEOUL 10138

TO : FBIS.

RYBAT

25X1

SUBJECT: PROMOTION RECOMMENDATION

25X1

1. I RECOMMEND THAT ASSISTANT [REDACTED] SEOUL BUREAU PART-TIME ADMINISTRATIVE BE PROMOTED TO GS-6, STEP 1.

25X1

2. [REDACTED] HAS BEEN WORKING IN HER PRESENT POSITION FOR NINE MONTHS, AND IS CLEARLY READY FOR PROMOTION AT THIS TIME. SHE HAD HANDLED ADMINISTRATIVE RESPONSIBILITIES IN PREVIOUS JOBS, AND QUICKLY PUT HER EXPERIENCE TO GOOD USE IN SEOUL. SHE IS ORGANIZED, EFFICIENT AND COOPERATIVE, AND HANDLES THE FULL RANGE OF HER DUTIES IN A THOROUGHLY PROFESSIONAL MANNER. SHE IS ALSO A SELF-STARTER WHO INITIATES ACTION ON HER OWN WHEN NECESSARY, AND CARRIES THROUGH WITH MINIMAL SUPERVISION. [REDACTED] IS A FIRSTRATE EMPLOYEE, AND THE LEVEL OF HER PERFORMANCE IS CONSISTENTLY HIGH. A PAR ON HER FIRST NINE MONTHS WILL BE FORWARDED, AND WILL SUPPORT THIS RECOMMENDATION.

25X1

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25X1



25X1

SUBJECT: Promotion of [redacted] to GS-06

25X1

CONCUR:

Chief

✓

25 Sept 1985  
Date

25X1

APPROV

Director, Foreign Broadcast Information Service

26 Sept 85  
Date

25X1



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OUTGOING MESSAGE

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OMF

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STAFF

FBIS 20284

TO: FBIS/SEOUL .4

RYBAT ADMIN PERS 4

25X1

SUBJECT: PROMOTION RECOMMENDATION

25X1

REF: FBIS/SEOUL 10138 4

[REDACTED]

25X1

RECOMMENDATION WILL BE CONSIDERED UPON RECEIPT OF A CURRENT  
PAR. [REDACTED]

ALL CONFIDENTIAL. 4

25X1

[REDACTED]

25X1  
25X1

DATE

18 AUG 85

INITIATING OFFICER

CHIEF, P&TB, FBIS  
INITIATING OFFICER

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